

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the Brown County Human Services Board was held virtually on Thursday, January 14, 2021.

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**Present:** Supervisor Tom Lund, Chair; Michael Conley-Kuhagen; Supervisor Lindsay Dorff; Kathryn Dykes; Craig Huxford; Laura McCoy, Vice Chair; Supervisor Randy Schultz

**Excused:**

**Also Present:** Erik Pritzl; Executive Director  
Samantha Behling; Hospital & Nursing Home Administrator  
Jenny Hoffman; Community Services Administrator  
Eric Johnson; Finance Manager  
Cathy Foss; Office Manager

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1. **Call Meeting to Order**  
The meeting was called to order by Supervisor Tom Lund at 6:00 pm.
2. **Approve / Modify Agenda**  
SCHULTZ / CONLEY-KUHAGEN moved to approve the January 14, 2021 agenda.  
The motion passed without a negative vote.
3. **Approve Minutes of December 10, 2020 Human Services Board Meeting**  
McCOY / DORFF moved to approve the minutes dated December 10, 2020. The motion passed without a negative vote.
4. **Public Comment**  
No members of the public attended virtually.
5. **Executive Director's Report**  
Executive Director Erik Pritzl highlighted some of the general updates from his written report.

All Health & Human Services offices/locations are now publicly accessible, with service arrangements being handled primarily by appointment only. In general, we cannot have on-demand services; however, Economic Support is open for clients to utilize computers for online applications or phones for service through the Consortium. We wanted to be sure the public could be sheltered from winter elements while waiting for staff.

COVID-19 Vaccination guidance is coming out, and some of our staff are eligible to receive the vaccine under the 1a phase. As guidance changes, Public Health connects with those it impacts. The staff at the Community Treatment Center (CTC) had their own vaccination clinic through a pharmacy partner.

Department staff are assessing grant opportunities at both the Federal and State level that would address emergency assistance such as housing, energy assistance and other basic needs. We need to evaluate to see what we can support as many have significant tracking and reporting requirements which would require strong oversight along with involvement of community partners.

The Wisconsin Department of Children and Families released a new report, Wisconsin Youth Justice Referrals and Intake for 2019. The report has an overview of the Youth Justice process – including walking through how a report happens – as well as statistics for all counties in the State.

We need to file a technical correction to the 2021 Budget as it relates to Shelter Care rates. The rate was listed incorrectly in 2020, causing the rates to be inaccurate for the 2021 Budget.

Brown County Shelter Care cares for youth in a residential setting. We have had one youth and staff members test COVID positive. When there is more than one case in a facility, it is considered an outbreak. We have looked at our response and connected people to resources. We continue to have staffing issues but are navigating it. We are offering onsite testing at this time.

Included in the report is a collection of department SMART Goals for 2021. With the pandemic, and all we are working on, it will be a challenge to accomplish all of these goals.

Jenny Hoffman, Community Services Administrator, shared that we are excited to have a Health & Human Services: Community Services Facebook page up and running (page name = Brown County HHS – Community Services). Our intention is to share information about our programs and services as well as share other local and state programs that may be of benefit to them.

As an update to our Children's Long Term Support unit, we added three new Social Worker/Case Manager positions in 2020 to assist with ending the waitlist. We have 555 children enrolled, with another 100 still on the waitlist; our goal is to enroll those children by the end of March.

Department of Health Services announced FoodShare increases for January through June 2021; this will increase the maximum allotment by 15%.

Supervisor Lund asked Pritzl the status of the SRCCY (Secured Residential Center for Children and Youth) in Brown County. Pritzl shared that we still do not have an agreement to bring to the County Board. The updated agreement we received does not address operational losses as it still binds us to operate even if there is a significant loss. It also does not address the ownership concerns we had.

SCHULTZ / HUXFORD moved to receive and place on file the Executive Director's report for January 2021. The motion passed without a negative vote.

6. **CTC Administrator Report including NPC Monthly Report**  
Samantha Behling, Hospital & Nursing Home Administrator, highlighted items from her report.

**COVID-19**

The Community Treatment Center partnered with Walgreens pharmacy for COVID-19 vaccinations for our healthcare employees. The first vaccination clinic was held on January 6 with second doses being administered on February 4. Fifty of our 55 long-term residents consented and received the vaccine. At this time, we still do not allow visitors, and we are still required to do twice per week testing.

**Regulatory Concerns**

An unannounced, focused infection control survey (FICA) was conducted by the Department of Health Services (DHS) on December 21, 2020. The surveyors observed staff, examined policies and spoke with residents. No deficiencies were identified, and the facility was found to be in substantial compliance. Many positive comments were shared by the Surveyor and drew attention to the Brown County employees and the work they are doing.

**Hospital Grievances**

There were no grievances filed within December 2020.

**Basic Medical Screening Procedures, Crisis Center Addition**

The project is picking up speed and work is happening more quickly with shorter deadlines being set. Medical clearance/screening will happen at CTC; however, it will not replace emergency medical services as we still send those cases to hospitals. Our plan is to employ a Nurse

Practitioner to do the medical screening. It will make the process more efficient and get people care more quickly.

DORFF / McCOY moved to receive and place on file the CTC Administrator Report for January 2021. Motion carried without a negative vote.

7. **Re-appointment of Dr. Yogesh Pareek, Clinical Director, to the CTC Medical Staff**  
SCHULTZ / HUXFORD moved to re-appoint Dr. Yogesh Pareek to the CTC Medical Staff. The motion passed without a negative vote.
8. **Financial Report for Community Treatment Center and Community Services**  
Finance Manager Eric Johnson highlighted items from his January 2021 report.

*Community Treatment Center*

Due to revenues exceeding expenditures in November 2020, the year to date CTC budget has a favorable variance of almost \$987,000. Revenues have been favorable throughout the year due to a significant increase in nursing home Medicaid rates as well as a retroactive payment into 2019. A \$255,000 supplemental nursing home payment was recorded in July and was not anticipated. Additionally, almost \$390,000 of COVID-related CARES Act revenue has been recognized for CTC.

Expenses are slightly (1%) above budget; however, personnel costs are below budget by 1.3% due to the difficulties of recruiting nursing staff.

*Community Services*

Community Services shows a year to date favorable variance of \$611,000 which is a very good position to be in. It is expected to be that amount, if not better at the end of the year. Personnel costs continue to be favorable compared to budget due to lower fringe benefit expenses and transfer of COVID-related labor costs from Community Services to Public Health for work supporting the Community Isolation and Quarantine Sites reimbursable under a State grant.

DORFF / McCOY moved to receive and place on file the January 2021 Financial Report for Community Treatment Center and Community Services. Motion carried without a negative vote.

9. **Statistical Reports a, b, & c**
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
  - b. Child Protective Services – Child Abuse/Neglect Report
  - c. Monthly Contract Update

DORFF / CONLEY-KUHAGEN moved to receive and place on file the Statistical Reports 9a through 9c. Motion carried without a negative vote.

10. **Request for New Non-Contracted Provider & New Provider Contract**  
DORFF / McCOY moved to receive and place on file the Request for New Non-Contracted Provider & New Provider Contract Reports. Motion carried without a negative vote.

11. **Adjourn Meeting:**  
CONLEY-KUHAGEN / HUXFORD moved to adjourn. Motion passed without a negative vote.

Supervisor Tom Lund adjourned the meeting at 6:28 pm.

Next Meeting: Thursday, February 11, 2021 at 6:00 pm.

Respectfully Submitted,  
Catherine Foss  
Office Manager